

**Frederick Community Action Agency  
Board of Directors Meeting  
Wednesday, November 14, 2018  
Frederick Community Action Agency  
100 South Market Street, Frederick, Maryland**

**Board Members Present:**

Dr. Robert Mannis, Tim Reardon, Leslie Slaby, Diane Fink, Ingrid Palmquist, Senator Ron Young, Delegate Karen Lewis Young, Nancy Luna for Council Member M.C. Keegan-Ayer, Gayon Sampson for Mayor Michael O'Connor, Alderman Ben MacShane, Seaven Gordon, Chris Bickle, Charles Green

**Staff Present:**

Janet Jones, Assistant Director; Sarah McAleavy, Supervisor; Stephanie Cirko, Case Manager; Michele Ott, Supervisor; Brad Petersen, Assistant Director; Cathy Holman, NP; Mike Spurrier, Director

**Guests:**

Sunny Desai, Staff Attorney, Legal Aid Bureau

**Call to Order:**

Meeting called to order at 12:05p.m. with Dr. Robert Mannis presiding. Introductions followed.

**Approval of Minutes:**

Minutes from August 15, 2018 meeting were reviewed and approved by unanimous consent.

BOARD MEMBER	MOTION	SECOND	YES	NO	ABSTAIN	NOT PRESENT
Dr. Robert Mannis			X			
Tim Reardon			X			
Leslie Slaby			X			
Diane Fink			X			
Ingrid Palmquist			X			
Senator Ron Young		X				
Delegate Karen Lewis Young			X			
Council Member MC Keegan-Ayer			X			
Mayor Michael O'Connor			X			
Alderman Ben MacShane			X			
Seaven Gordon			X			
Louise Lynch						X
Guy Djoken						X
Chris Bickle	X					

Charles Green			X			
---------------	--	--	---	--	--	--

### **Fiscal Report – Michele Ott, Supervisor:**

Michele Ott presented on the budget on FCAA departments 6111 (FCAA), 5121 (Rental Program), 5131 (MPDU), and 6112 (Community Health Center). Michele noted the FY20 budget will start to be put together in the next few months.

BOARD MEMBER	MOTION	SECOND	YES	NO	ABSTAIN	NOT PRESENT
Dr. Robert Mannis			X			
Tim Reardon		X				
Leslie Slaby			X			
Diane Fink			X			
Ingrid Palmquist			X			
Senator Ron Young			X			
Delegate Karen Lewis Young			X			
Council Member MC Keegan-Ayer			X			
Mayor Michael O'Connor			X			
Alderman Ben MacShane			X			
Seaven Gordon			X			
Louise Lynch						X
Guy Djoken						X
Chris Bickle	X					
Charles Green			X			

### **Guest Presentation – Legal Aid Bureau Services - Sunny Desai, Staff Attorney**

Sunny distributed brochures on Housing Advice. Sunny reported one of the areas Legal Aid (LAB) is focusing on right now is expungements. They have found criminal records are often a barrier for individuals applying for jobs and housing. Their services are available for individuals below 150% of the Federal Poverty Level. LAB has been holding expungement clinics around town and is in the process of hiring a new attorney to exclusively work on expungements.

### **Program Presentation – Food & Nutrition Programs – Sarah McAleavy**

Sarah gave a PowerPoint presentation on the food and nutrition programs offered at the FCAA.

### **Community Action Health Center – Quality Improvement Update – Janet Jones**

Janet provided an update the UDS performance measures, reviewed the revenue detail report, and calendar tracking of FFNP Board activities through 2019.

### **Director's Report:**

Mike noted the following activities and dates:

- Turkey Distribution – Tuesday, November 20<sup>th</sup> 11am – 4pm at Keys Stadium
- Seaven Gordon Day and 50<sup>th</sup> Anniversary of the FCAA – Wednesday, December 5<sup>th</sup> 10am 4pm at FCAA
- Annual Holiday Party – Wednesday, December 19<sup>th</sup> 11:30am

**Other Business and Announcements:**

Dr. Bob expressed a desire to have a more public recognition of the FCAA's volunteer and donors. Mike said this recognition could be part of Seaven Gordon day and asked Board Members to send him recommendations of other honorees to be recognized.

**Adjournment**

The meeting was adjourned at 1:26 p.m.

Respectfully submitted,  
Brad Petersen